



STATE BOARD OF REGISTRATION FOR
GEOLOGISTS AND GEOPHYSICISTS
2535 CAPITOL OAKS DRIVE, SUITE 300A, SACRAMENTO, CA 95833-2926
TELEPHONE: (916) 263-2113
FAX: (916) 263-2099
E-mail: geology@dca.ca.gov
Website: www.dca.ca.gov/geology



FILING INSTRUCTIONS **HYDROGEOLOGISTS**

To All Applicants For Certification As A Hydrogeologist:

Completed applications for certification as a Hydrogeologist must be returned to the Office of the Board at the above address with the application fee of \$250.00 and an examination fee of \$100. Only a personal check, money order, or bank draft made payable to the "Board of Geologists & Geophysicists" will be accepted. Your cancelled check will acknowledge receipt of your fee. The application fee is a processing fee and cannot be refunded. If you are found by the Board to lack the qualifications required for admission to the examination, the examination fee will be refunded.

Your application will be processed in the order it is received and shall be deemed filed on the date shown by the postmark on the envelope.

It is your responsibility to see that all required information has been provided to the Office of the Board after you initially submit your application. If references and/or other information requested by the Board are not received in sufficient time for Board staff to process your application, you will be scheduled for a subsequent examination date, provided you qualify.

Please send or deliver a copy of the Supervisor Reference Form and a copy of your application to each of the three qualified geologists (who are required by law) listed on your application and additional copies to supervisors that may be required to verify your hydrogeology experience, if it cannot be done by your geologist references. Urge them to respond directly to the Office of the Board as soon as possible.

Applications must be filed with the Board **at least 100 days prior to** a scheduled **examination** in order to be considered for that examination date.

All references, reports, etc., must be received by the Office of the Board **not less than 70 days prior to the examination** date. Please see Examination Preferences form for filing deadlines.

If you are found ineligible for the examination, you will be notified of the reason. If your application is accepted, you will be notified of the location and time of the examination. If you have not received a notice 10 days prior to the scheduled examination date, you should contact the Office of the Board. Notify the Board as soon as possible if you change your mailing address.

10/99 (HG)